

**NURSING HOME ADMINISTRATOR EXAMINING BOARD  
LIVE MEETING/TELECONFERENCE MINUTES  
AUGUST 5, 2010**

**PRESENT VIA LIVE MEETING AND/OR TELECONFERENCE:**

Kenneth Arneson, Mary Ann Clark, David Egan, Mary Lease, Heather Sheehan

**PRESENT AT THE DEPARTMENT:**

Loreli Dickinson, Paul Peshek (arrived at 9:36 a.m.), Mary Pike, Earlene Ronk

**EXCUSED:**

Susan Kinast-Porter

**STAFF PRESENT:**

Jeff Scanlan, Bureau Director; Colleen Baird, Legal Counsel; Kimberly Wood, Bureau Assistant; other Department staff were present for portions of the meeting

**CALL TO ORDER**

David Egan, Chair, called the meeting to order at 9:35 a.m. A quorum of eight (8) members was present.

**AGENDA**

**MOTION:** Loreli Dickinson moved, seconded by David Egan, to approve the agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF MAY 12, 2010**

**Amendments to the Minutes:**

- Page 1 of the Minutes: Under the item titled "Appointment of Screening Panel Member" change Mary Ann Lease to Mary Ann Clark.

**MOTION:** Loreli Dickinson moved, seconded by Mary Ann Clark, to approve the minutes of May 12, 2010 as amended. Motion carried unanimously.

*(Paul Peshek joined the meeting at 9:36 a.m.)*

**ADMINISTRATIVE REPORT  
JEFF SCANLAN, BUREAU DIRECTOR**

Jeff Scanlan informed the Board that Nora Wilson has been appointed to the position of Bureau Director following the resignation of Gail Sumi. He also added that a number of summer interns are concluding their internships with the Department.

**BOARD REVIEW OF NURSING HOME ADMINISTRATOR FREQUENTLY ASKED  
QUESTIONS (FAQS) RELATING TO SCOPE OF PRACTICE**

Jeff Scanlan directed the Board's attention to scope of practice questions contained in the Board's agenda packet. He explained that the FAQs will be posted to the Department website. Jeff Scanlan inquired of any questions or concerns the Board may have relating to the questions provided. The Board did not note any concerns relating to the practice questions. Colleen Baird and Jeff Scanlan encouraged the Board to contact the Department if they have any questions or concerns relating to these questions.

**LEGISLATIVE/ADMINISTRATIVE RULES**

David Egan indicated that there was nothing to report.

**INFORMATIONAL ITEMS**

None.

**REPORT OF BOARD LIAISONS**

**Education and Examination Liaison and Alternate**

None.

**PRESENTATION OF PROPOSED STIPULATIONS BY DIVISION OF ENFORCEMENT OR  
ANY SUBMITTED AFTER AGENDA SUBMISSION DEADLINE**

None.

**EXAMINATION, EDUCATION AND EXPERIENCE ISSUES**

None.

## MISCELLANEOUS CORRESPONDENCE/INFORMATION

None.

## TRAVEL

### **Report of the National Association of Long Term Care Administrators Boards (NAB) 40<sup>th</sup> Annual Meeting – June 9-11, 2010 – Portland, OR – Mary Ann Clark**

Mary Ann Clark reported to the Board regarding her attendance at the NAB 40<sup>th</sup> Annual Meeting.

Mary Ann Clark indicated that one of the most significant topics discussed at the NAB 40<sup>th</sup> Annual meeting related to the number of complaints coming to the various state boards from their respective state surveyors. She indicated that many of the states are having difficulty in keeping up with the number of complaints being forwarded to them by their state surveyors. Mary Ann Clark noted that a few states review all the reports received by the state surveyors, but noted that the majority of the states were reviewing only those complaints containing more egregious issues. Furthermore, she noted that some of the boards that review the complaints forwarded from their state surveyors would not do so until a plan of correction was attached. Mary Ann Clark indicated that a statistic was cited at the NAB Annual Meeting that indicated that 90% of cases from state surveyors are being closed by their state boards. Colleen Baird informed the Board of information she has received from the Department's Division of Enforcement (DOE) staff relating to making plans of correction available to board members at the complaint intake level. She indicated that the ability for DOE complaint intake staff to access that information may reduce the number of cases the Board feels obligated to open as there will be more information available as to the outcome of the issue that generated the complaint. Attorney Baird anticipates that the Board's screening panel members will notice a difference in the near future. Mary Ann Clark and David Egan reported plans of correction were attached to screening panel materials reviewed in this morning's screening panel meeting and indicated that it was very helpful to have this information.

Mary Ann Clark informed the Board that another interesting topic discussed at the annual meeting was related to considerations available for licensees that are serving in the military especially those serving overseas and stated that the various states were encouraged to identify if provisions were available in their jurisdictions. Jeff Scanlan and Colleen Baird informed the Board that there is a provision in Wisconsin law that allows for a delay of renewal without penalty and that would suspend or potentially waive continuing education requirements for credential holders that are in military service.

The Board was informed by Mary Ann Clark that another item of interest related to the training of nursing home administrators and problems in locating sites for them. She stated that UW-Eau Claire program was re-accredited and is now receiving funding to research the development of a tool to look at administrator site quality.

Finally, Mary Ann Clark indicated that distance learning continuing education courses are going to be reviewed as many of these courses only require an individual to take the post course test and do not

mandate completion of the course itself. She indicated that NAB is forming a task force to look into this matter and to ensure that distance learning continuing education courses are valid and relevant.

### **NEW BUSINESS**

None.

### **PUBLIC COMMENTS**

None.

### **CLOSED SESSION**

**MOTION:** Earlene Ronk moved, seconded by Mary Pike, to convene to closed session to deliberate on cases following hearing (s. 19.85(1)(a), Stats.; to consider licensure or discipline (s. 19.85(1)(b), Stats.; to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.; and, to confer with legal counsel (s. 19.85(1)(g), Stats.: Kenneth Arneson-yes; Mary Ann Clark-yes; Loreli Dickinson-yes; David Egan-yes; Mary Lease-yes; Mary Pike-yes; Earlene Ronk-yes; Heather Sheehan-yes. Motion carried unanimously.

Open Session recessed at 9:52 a.m.

### **RECONVENE TO OPEN SESSION**

**MOTION:** David Egan moved, seconded by Earlene Ronk, to reconvene to open session. Motion carried unanimously.

Open Session reconvened at 11:26 a.m.

### **VOTING ON ITEMS CONSIDERED OR DELIBERATED UPON IN CLOSED SESSION**

None.

### **MONITORING REPORT OR ANY SUBMITTED AFTER AGENDA SUBMISSION DEADLINE**

None.

## **EXAMINATION ISSUES**

### **Discussion of Examination Review – Aaron Knautz, Examination Specialist**

Aaron Knautz, Examination Specialist – Office of Education and Examinations, appeared before the Board to discuss its review of its examination questions. David Egan explained how the Board has conducted this review in past years. The Board decided that it would conduct a one (1) to two (2) hour examination review after the conclusion of its November 11, 2010 meeting. Mary Ann Clark, Heather Sheehan and David Egan volunteered to participate in the review of examination questions. The Board indicated that it would like statistical data on how these questions perform and statutory references for each question during review following the November meeting.

## **DELIBERATION OF CASE CLOSINGS**

### **08 NHA 032, 08 NHA 046**

**MOTION:** Loreli Dickinson moved, seconded by David Egan, to close case 08 NHA 032, 08 NHA 046 for prosecutorial discretion (P3). Motion carried unanimously.

### **08 NHA 035**

**MOTION:** Mary Ann Clark moved, seconded by Mary Lease, to close case 08 NHA 035 for prosecutorial discretion (P2). Motion carried unanimously.

### **08 NHA 059**

**MOTION:** Heather Sheehan moved, seconded by Mary Pike, to close case 08 NHA 059 for prosecutorial discretion (P5). Motion carried unanimously.

### **08 NHA 060**

**MOTION:** Mary Lease moved, seconded by Earlene Ronk, to close case 08 NHA 060 for prosecutorial discretion (P2). Motion carried unanimously.

### **09 NHA 004**

**MOTION:** Earlene Ronk moved, seconded by Loreli Dickinson, to close case 09 NHA 004 for no violation. Motion carried unanimously.

**09 NHA 052**

**MOTION:** Mary Ann Clark moved, seconded by David Egan, to close case 09 NHA 052 for prosecutorial discretion (P2). Motion carried unanimously.

*(Paul Peshek left the room for deliberation of case number 09 NHA 052.)*

**09 NHA 057**

**MOTION:** Earlene Ronk moved, seconded by Mary Ann Clark, to close case 09 NHA 057 for prosecutorial discretion (P2). Motion carried unanimously.

**10 NHA 006**

**MOTION:** Mary Lease moved, seconded by David Egan, to close case 10 NHA 006 for no violation. Motion carried unanimously.

**CASE CLOSINGS AND CASE STATUS REPORT OR ANY SUBMITTED AFTER AGENDA  
SUBMISSION DEADLINE**

None.

**DELIBERATION ON PROPOSED STIPULATIONS OR ANY SIGNED AFTER AGENDA  
SUBMISSION DEADLINE**

None.

**DELIBERATION ON PROPOSED ADMINISTRATIVE WARNING**

**06 NHA 043**

**MOTION:** Kenneth Arneson moved, seconded by Earlene Ronk, to issue an administrative warning in the matter of case number 06 NHA 043. Motion carried unanimously.

**DELIBERATION ON PROPOSED ADMINISTRATIVE WARNINGS RECEIVED AFTER  
AGENDA SUBMISSION DEADLINE**

None.

**DELIBERATION OF PROPOSED DECISIONS OR ANY SIGNED AFTER AGENDA  
SUBMISSION DEADLINE**

None.

**PETITIONS FOR REHEARING RECEIVED AFTER AGENDA SUBMISSION DEADLINE**

None.

**APPLICATION REVIEW OR ANY SUBMITTED AFTER AGENDA SUBMISSION  
DEADLINE**

None.

**RENEWAL OF LICENSE OR ANY SUBMITTED AFTER AGENDA SUBMISSION  
DEADLINE**

None.

**REINSTATEMENT REQUESTS OR ANY SUBMITTED AFTER AGENDA SUBMISSION  
DEADLINE**

None.

**CONSULTING WITH LEGAL COUNSEL**

None.

**DOE – Signatures for Proposed Stipulations, Orders, and Administrative Warnings**

Signatures were collected for all required items.

**ADJOURNMENT**

**MOTION:** Earlene Ronk moved, seconded by Mary Pike, to adjourn the meeting. Motion carried unanimously.

The meeting was adjourned at 11:31 a.m.